

DEPARTMENT OF TOWN AND COUNTRY PLANNING

NOTIFICATION

No. E3/10616/2012.

Dated, Thiruvananthapuram, 12th May 2014.

In exercise of the powers conferred under section (3) of the Kerala State Right to Service Act, 2012 (Act 18 of 2012), the Chief Town Planner, Department of Town and Country Planning hereby notify the services that will be rendered by the Department of Town and Country Planning, Government of Kerala and also notify the designated officers, First Appellate Authority, Second Appellate Authority and the stipulated time limit in respect of such services, namely:—

<i>Sl. No.</i>	<i>Name of Activity</i>	<i>Stipulated time limit*</i>	<i>Designated Officer</i>	<i>First Appellate Authority</i>	<i>Second Appellate Authority</i>
(1)	(2)	(3)	(4)	(5)	(6)
I. 14 District Offices of the Department of Town and Country Planning					
1	Preliminary screening of application for essential documents and certifications**	10 days	Senior Town Planner in the case of Ernakulam District/ District Town Planner in all other cases		
2	Issue of Approval of layout and Usage of plot for all building constructions upto and including 500m ² of built up area or forwarding of such application to the Chief Town Planner as the case may be.	45 days	Senior Town Planner in the case of Ernakulam District/ District Town Planner in all other cases	Additional Chief Town Planner, Regulatory and Enforcement Wing, Office of the Chief Town Planner, Thiruvananthapuram	Chief Town Planner, Thiruvananthapuram, Department of Town and Country Planning, Government of Kerala
3	Issue of approval of layout and Usage of plot for all building constructions above 500m ² of built up area and application for plot subdivision and land development or forwarding of such application to the Chief Town Planner as the case may be.	60 days	Senior Town Planner in the case of Ernakulam District/ District Town Planner in all other cases	Additional Chief Town Planner, Regulatory and Enforcement Wing, Office of the Chief Town Planner, Thiruvananthapuram	Chief Town Planner, Thiruvananthapuram, Department of Town and Country Planning, Government of Kerala

* shall be read in conjunction with the Applicability of Time Frame.

** details may be seen at B below.

II. Office of the Chief Town Planner

1	Preliminary screening of application for essential documents and certifications**	10 days	Additional Chief Town Planner, Regulatory and Enforcement Wing, Office of the Chief Town Planner, Thiruvananthapuram		
2	Issue of Approval of layout and Usage of plot for all building constructions upto and including 500m ² of built up area.	45 days	Chief Town Planner, Thiruvananthapuram, Department of Town and Country Planning, Government of Kerala	***	***

(1)	(2)	(3)	(4)	(5)	(6)
3	Issue of Approval of layout and Usage of plot for all building constructions above 500m ² of built up area and application for plot subdivision and land development.	60 days	Chief Town Planner, Thiruvananthapuram, Department of Town and Country Planning, Govern- ment of Kerala	***	***

Note: ** details may be seen at B below.

*** The First and Second Appellate Authorities for the designated officer in the Office of the Chief Town Planner will be notified in consultation with Government.

A. Applicability of Time Frame

1. The time frame prescribed is as per the prevailing rules and regulations.
2. The time frame mentioned is applicable only to applications which are complete in all respects and submitted as per the rules prescribed under Kerala Municipality Building Rules/Kerala Panchayat Building Rules (as amended from time to time) and with all the necessary certifications and recommendations from the Local Self Government Institution.
3. Applications should comply with the acts, rules and regulations in force within the State and provide necessary clearances with respect to it.
4. The time frame prescribed here does not include the time required for obtaining clearances from other departments/committees/agencies.
5. The time frame will be applicable for applications, which are submitted complying with the Scheme Provisions, which are applicable to the area.
6. The time frame prescribed for issue of approval of layout and usage of plot or forwarding of application to the Chief Town Planner, as the case may be, includes the time frame prescribed for preliminary screening.
7. Time frame prescribed are in working days and does not include public holidays.

B. Essential Documents/Certifications for Preliminary Screening

1. Site plan, Location plan, Parking plan —3 sets complete in all respects.
2. Detailed plans, sections, elevations etc.—3 sets complete in all respects.
3. Certification of site verification by the Secretary of Local Self Government Institution in all plans and drawings.
4. Certification of registered Engineer, Architect, Town planner etc. with signature and seal in all drawings and plans.
5. Address and signature of applicant/applicants.
6. Specific remarks of the Secretary of Local Self Government Institution on the permissibility of the proposed construction.
7. Specific remarks of the District Town Planner (In the case of application forwarded to Chief Town Planner)
8. Survey numbers and other revenue details in the Plans should tally with the report of Secretary, Local Self Government Institution.

(Note:— During detailed scrutiny if any further details or information are found essential for the processing of the application that should also be made available.)

(Sd.)

Chief Town Planner
Department of Town and Country Planning,
Government of Kerala.

Explanatory Note

(This does not form part of notification, but is intended to indicate its general purport).

Section 3 of the Kerala State Right to Service Act, 2012 (Act 18 of 2012) empowers every Department of the Government, Heads of Departments, Local Self Government Institutions and Statutory Bodies to notify in the Gazette, the Services that will be rendered by each of them, details of stipulated time limit, Designated Officers, First Appellate Authority and Second Appellate Authority. The Government have directed to notify the services rendered by all Departments.

This notification is intended to achieve the above purpose.
